

Golden Jubilee Foundation

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**Golden Jubilee
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Specialist Biomedical Scientist
HOURS: 37.5
CLOSING DATE: 3 July 2019

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately, due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date, please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant



**Golden Jubilee
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Golden Jubilee Foundation
Information Pack
For the post of
Specialist Biomedical Scientist
37.5

Reference Number: SHOW/3265

Closing Date: 3 July 2019



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality

- Understanding our responsibilities
- Effectively working together

Golden Jubilee Foundation Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£30,401 to £38,046 per annum

3. Grade

This post is offered at Band 6

4. Annual Leave

Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 210 hours per annum. The holiday year runs between 1 April and 31 March.

Holidays must be taken on days you have not been requested to work and must be agreed in advance with the Department Manager from the area you worked. Holiday entitlement will not be replaced with a payment in lieu except where the Workers Agreement has been terminated.

5. Hours of Duty

37.5

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Biomedical Scientist Grade 1 (band 6)

Department(s): Clinical Laboratories

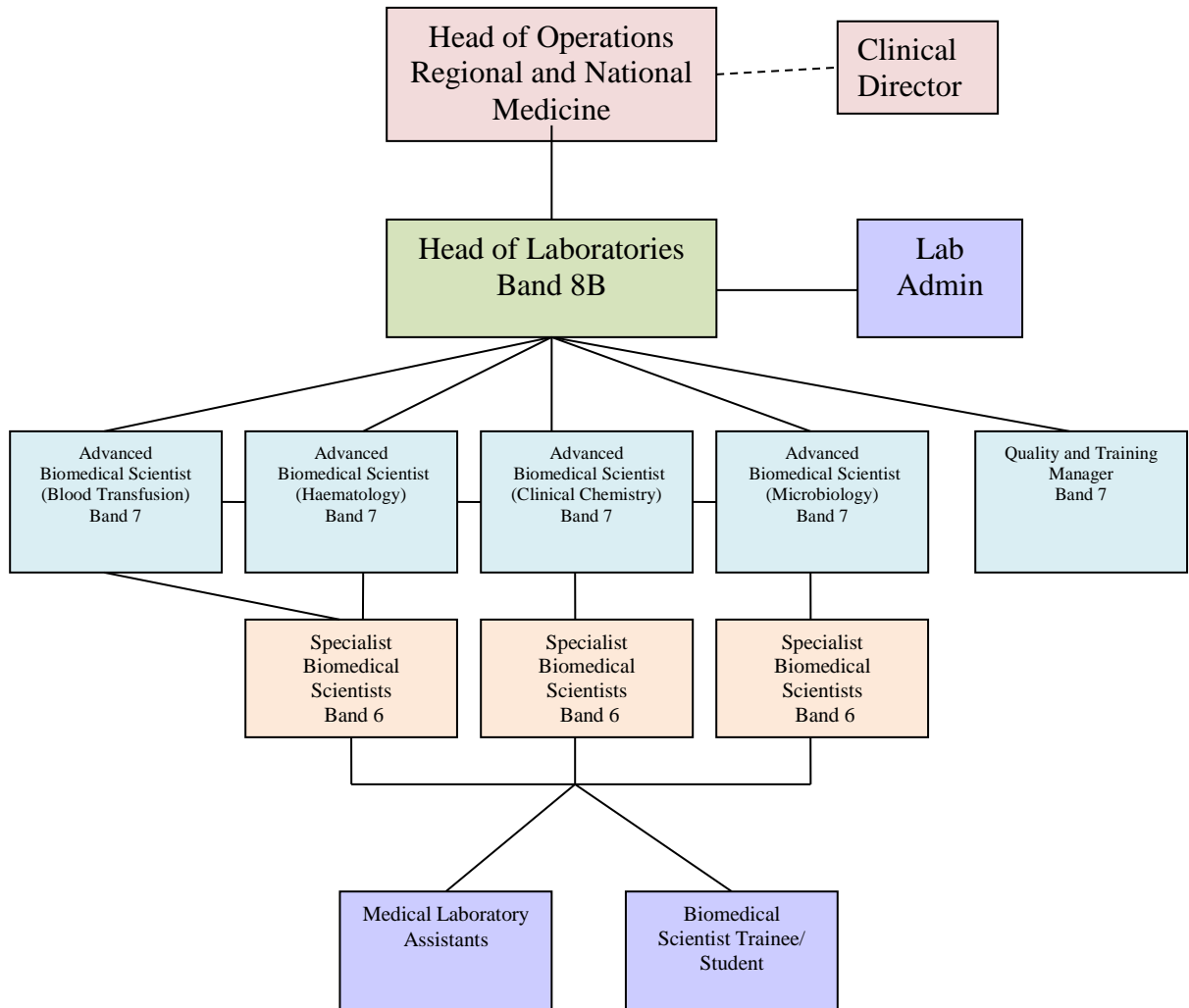
Job Holder Reference:

No of Job Holders:

2. JOB PURPOSE

To select appropriate tests based on clinical details, process samples and use professional judgement to carry out additional testing. To work independently in an efficient and organized manner to provide a high quality, timely service and maintain accurate records. A professional, analytical approach is required in assessing test results and interpreting the clinical significance in order to provide the clinicians with clear, accurate information to assist them in the diagnosis and treatment of diseases.

3. ORGANISATIONAL POSITION



4. DIMENSIONS

Assists in maintaining stock control of diagnostic kits, reagents and products to ensure optimal, efficient running of the laboratory. For example, blood products.

5. MAIN DUTIES

- Operate independently in performing routine and complex laboratory tests and procedures according to the policies and procedures of the department.
- Responsible for accurate, precise analysis and reporting of test results with appropriate technical comment where required.
- Reports critical or urgent results directly to clinical and nursing staff, with reference to the laboratory consultants where required.
- Carry out routine maintenance on laboratory and point of care equipment.
- Performs and reports quality assurance and quality control. May resolve analytical problems or refer to the Head Biomedical Scientist if required.
- Assess and approve new diagnostic kits and participate in the development of new techniques and the evaluation and commissioning of new equipment.
- Validates patient reports based on the quality assurance quality control and the clinical history of the patient.
- Contribute to the preparation of documentation including maintenance schedules and policies.
- Participates in laboratory audit.
- May be required to work in theatre or ward areas to maintain equipment or carry out quality assurance.
- Discuss laboratory requests with medical and nursing staff and suggest alternative or additional testing or negotiate blood product issue.
- Keeps accurate records of reagents and maintenance procedures and is resource conscious.
- Keeps accurate, confidential patient records, in accordance with the hospital and laboratory policies and current data protection legislation.
- Performs clerical and support services as needed.
- Participates in internal continuing education programmes.
- Participate in the training of biomedical science students and the training and orientation of new laboratory employees.
- Performs all duties in a friendly, efficient manner.
- Participates in the hospital's safety programmes and complies with health & safety procedures as laid down in the hospital and Laboratory Health and Safety Policies.
- Participates in the training and supervision of trainees
- Enhance knowledge in specialist area such as parasitology by attending training courses or seminars to gain new skills.

6. SYSTEMS AND EQUIPMENT

- Required to be competent in the use of laboratory and hospital IT systems to access sensitive patient information and validate reports.
- Must be competent in the use of analyser-based software and quality control packages.

- Required to operate, maintain and troubleshoot, laboratory or point of care analysers.
- Is able to operate, maintain and troubleshoot to key operator level laboratory analysers and equipment.
- Assists in maintaining adequate stocks of reagents and spare parts.
- Is competent in the use of business systems including word processing and statistical or data analysis packages.

7. DECISIONS AND JUDGEMENTS

- Refers to existing reference ranges and alert information and may request additional tests.
- Validates batches and tests on basis of quality acceptance criteria.
- Operates independently and resolves analytical problems or refers problems to the section supervisor.
- Is competent in interpreting complex data in a variety of formats and making valid judgements on the basis of the data e.g. anomalous test results, antibody investigations, significance of microbiological pathogens and antibiotic sensitivity patterns.
- Has a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

8. COMMUNICATIONS AND RELATIONSHIPS

- Communicates with other hospital staff including clerical and medical staff and reports test results or sample related issues directly to ward staff.
- May give advice on any further testing or analytical problems.
- Is required to contact referral laboratories to arrange sample analysis.
- May be required to participate in outpatient clinics or work in wards or theatres.
- Documents and refers to supervisor any service complaints from patients, nursing and medical staff.
- Participates in departmental meetings and in the education and training of laboratory or other hospital staff. May be required to present scientific or other work as posters or seminars.
- May be required to contact equipment suppliers, service engineers and product specialists of analytical equipment in resolving technical issues.

9. PHYSICAL DEMANDS OF THE JOB

- There is a requirement to carry out manual or highly automated procedures which require dexterity and concentration for long periods of time or have a repetitive element such as microscopy, pipetting small volumes or computer result validation.
- There is often a requirement to enter and screen large quantities of numeric or other data using analyser, laboratory and hospital computer systems
- The ability to multi task and prioritise work is essential, often under stressful conditions and during antisocial hours.
- Some manual handling is involved including moving bench top equipment, stores, blood products and waste disposal products.
- Is responsible for maintaining a high quality service in the presence of possible adverse events including equipment failure.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working alone out of hours for extended periods of time with no immediate assistance.
- Mixing the technical and clinical aspects of analysis to provide a safe timely service.
- Prioritisation of urgent requests during clinical emergencies that require high levels of concentration and precision under highly stressful conditions.
- Multitasking, for example the operation of several pieces of equipment while answering and resolving telephone enquiries.
- Maintaining a reactive service in spite of typical quality issues and instrument failure.
- There is a requirement to handle unpleasant, pathogenic, highly infectious body fluids, tissue samples and harmful radioactive or carcinogenic substances following laboratory policies and procedures. These procedures are designed to contain where possible these risks but there may be residual risks or possible leakage or spillage.

11. EDUCATION AND TRAINING

- BSc Hons. Biomedical Science or equivalent, which is acceptable for HPC registration.
- Health Professions Council registration.
- Certificate in area of specialty
- Expected to maintain continuous professional development by attending courses and seminars in house training and demonstration of continued professional competence.

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification Biochemistry Specialist BMS

	Essential	Desirable
Qualifications/Training	1. BSc (Hons) Biomedical Science 2. HCPC Registered as Biomedical Scientist	7. Institute of Biomedical Science Specialist Diploma in Biochemistry or equivalent.
Experience	3. Interest and/or experience in Biochemistry	8. Knowledge and experience in Biochemistry
Skills/Knowledge	4. Excellent communication skills 5. Team player	9. Understanding of requirements of laboratory accreditation. Basic knowledge of Quality Management systems e.g. Q Pulse
Additional job requirements Eg. unsocial hours	6. Able to work unsocial hours including weekends and nightshift (contractual obligation)	10. Willingness to cover extra shifts in times of staff shortages
Any other additional information		